

BREWER STATE JUNIOR COLLEGE
TUSCALOOSA CAMPUS LIBRARY

State of the Library Report
September 29, 1978

The purpose of this report is to summarize the activities and progress of the library and to state the goals for the coming year.

The library's book holdings have increased 119% over last September. The book circulation increased 299%, magazine circulation increased 58%, and audiovisual materials circulation increased 101%. Detailed reports on holdings and circulation are attached to this summary as Attachment 1. As these figures indicate, the available space in the library is used at top capacity during a large portion of each day.

The Director of Library Services received a release time grant from Title III for the spring quarter to develop a Library Technical Assistant Training Program. Several programs in the state as well as one in Oklahoma were visited. The LTA Program for the Tuscaloosa Campus was developed including course syllabi, text books and other materials, and publicity materials. Funds to offer the program beginning with the fall quarter of 1978 were sought through various federal programs. Unfortunately, no funds were received and the Dean of the Campus asked that the program be postponed.

Various materials and equipment were added during the year to enlarge the library's scope of services. These include a black and white video tape recorder and camera with monitor, cable color television, a back file of periodicals on microfilm with a microfilm reader and a reader/printer, as well as numerous audiovisuals. Several cameras with appropriate equipment were purchased to aid the faculty with local productions. A fine vertical file has been developed with information on around 250 subjects.

The professional collection of books for faculty improvement has grown to over 200 volumes along with subscriptions to more than a dozen educational magazines and journals.

National Library Week was observed in April which included a variety of entertainment in the library every day. Special advertising was done and a number of students visited the library who do not ordinarily do so.

The library skills program taught through the English classes has been updated and a Library Handbook for students has been developed and printed for handout.

The Visiting Committee of the Southern Association of Colleges and Schools visited our campus in February for reevaluation. The Tuscaloosa Branch Library was found not meeting Illustrations 2 and 3 of Standard Six and marginally meeting Illustration 4. (Copies of these are attached as Attachment 2). These deficiencies are a direct result of a lack of funds for this library. The administration has secured from the State a capitol outlay to increase the Tuscaloosa Campus Library's book holdings to 20,000 volumes to meet the minimum requirement of SACS.

The major thrust for the library staff for the 1978-79 school year will be to add to the book collection as rapidly as possible, keeping our high standards of selection and adding materials to support the basic goals and curriculum of the college. In keeping with this, some changes in staff assignments have been made. One full-time librarian has been designated as Acquisitions Librarian and one full-time staff person has been employed as Acquisitions Clerk. An additional full-time staff person has been added as AV Technician. The other positions are basically the same, a full-time librarian as Director of Library Services, a part-time librarian as Night Librarian, and a full-time staff person as Technical Services Coordinator.

Another goal of the library is to secure closed-circuit television for this campus so the audiovisuals can be better utilized. A consultant will be secured to recommend the needed equipment and a proposal for funds will be submitted to Title VI.

An inventory of the print and nonprint materials, equipment and furniture in the library is attached to this report as Attachment 3.

BREWER STATE JUNIOR COLLEGE LIBRARY
202 SKYLAND BLVD.
TUSCALOOSA CAMPUS

SUMMARY OF LIBRARY PROCESSED AND CIRCULATION REPORTS FOR 1977-78

<u>Fiscal Year</u> <u>1977-78</u>	<u>Books</u> <u>Processed</u>	<u>Books</u> <u>Circulated</u>	<u>Periodicals</u> <u>Circulated</u>	<u>Audiovisuals</u> <u>Circulated</u>
October	342	304	85	86
November	252	140	7	174
December	473	123	23	253
January	88	337	35	535
February	328	329	63	453
March	111	387	31	280
April	337	622	67	355
May	252	780	127	237
June	229	250	29	171
July	436	313	14	168
August	204	197	7	49
September	65	557	17	334
TOTALS	3117	4339	505	3095

statements and relate them to their everyday tasks and needs. Because objectives change, the library should be evaluated regularly and systematically to be sure it is meeting the needs of its users and supporting the programs and objectives of the institution.

Illustrations and Interpretations

1. Staff

The selection, development, and retention of library personnel have a direct bearing on the library's success in achieving its objectives. The number of library personnel and the competencies to be possessed must be based upon the specific objectives which have been established for the library. Professional degrees at the graduate level in library science or learning resources should be held by most professional library staff; however, professional or technical training in specialized service areas may be appropriate for other library personnel to provide necessary library resources and services effectively. There should be an adequate supportive staff to carry out responsibilities of a nonprofessional or technical nature, and qualifications of personnel for these positions should be defined by the institution in terms of the skills needed.

Institutional policies concerning promotion, salary, tenure or contractual security, and faculty status for library personnel should be clearly defined and made known to all personnel at the time of employment.

2. Budget

The budget should include all proposed expenditures related to the operation of the library. Sufficient funds should be provided to support a sound program of operation and development, with planning for subsequent years. The extent of new course offerings, expansion of student enrollment, graduate study, and research create additional demands for resources and services and should be reflected in additional allocations for library support.

3. Resources

Whatever the format, library materials must be selected, acquired, organized, and maintained to fulfill the institution's purposes and support the educational program. The entire campus community should share the responsibility for resource development in order to satisfy curricular requirements, stimulate cultural enrichment, and promote faculty research and professional development. Each library should have the print, multimedia, microform, and other non-print materials to support the full range of the institution's course offerings. Faculty involvement in the building of library resources is essential—particularly in individual fields of expertise.

In institutions with specialized, professional, technical, or vocational programs, special emphasis should be placed on securing pertinent trade, technical, and professional journals as well as standard reference materials in each curricular area. In such institutions the library collection should include sufficient holdings to support the general educational offerings as well as materials related to the institution's principal programs.

Qualitative measures should be utilized in collection development to assure the relevance of the resources to the level of the curricula. Standard reference works should be current and broad in coverage. General collections should include a diversity and depth of materials which enable the user to gain a sense of historical perspective and some degree of subject specificity. Regular testing of the collections through the use of standard bibliographies and recognized checklists should serve as a useful method of determining the quality of collections.

4. Services

While the acquisition and organization of materials presupposes their widest possible use by the academic community, they do not assure it. Adequate physical facilities, hours of service, up-to-date equipment for using print and non-print materials, a modern circulation system,

and the assistance of competent staff are important, as are reference services and bibliographical and technical assistance in locating materials on and off campus.

Circulation and acquisition statistics should be maintained for all library resource materials. The library should periodically conduct user surveys to improve the quality of its services. Utilization of a representative advisory committee of faculty and staff is encouraged in the design and assessment of library services.

5. Institutional Relationships

In order to enhance the ability of the library to provide all the resources and services needed by its users, cooperative relationships with other libraries and agencies should be explored. Cooperative arrangements involving federal or state agencies, the libraries of other institutions, business and industry, and community agencies are examples of relationships which are useful in supplementing an institution's own library resources and services. In all cases where cooperative arrangements are a necessity, the institution must establish formal agreements providing safeguards to preserve the integrity and continuity of library resources and services. Cooperative relationships should not be used by institutions to avoid their responsibility to provide appropriate and accessible library resources and services.

STANDARD SEVEN

Student Development Services

Student development services should be directly related to the stated objectives of the institution and should assist students in the educational process in developing self-reliant, responsible behavior. Through student development services, the institution should demonstrate its concern for: programs of orientation, counseling, guidance, and academic advisement; reasonable academic standards; preservation of appropriate freedoms of inquiry and expression; and participation in institutional activities,

academic and otherwise. Objectives of student development services should be clearly defined and publicized.

Productive, effective services depend, of course, upon the staff who administer the service. Personnel policies and practices ensure the maintenance of properly trained and competent student development personnel.

Illustrations and Interpretations

1. Administration

The scope and structure of the administrative organization for student development services should be governed by the size, nature, and complexity of the institution. The administrative organization should be sufficiently functional to accomplish the stated programs of student development and to enhance the stated educational goals.

Personnel responsible for the administration of the student development program should be well trained and given status commensurate with the importance of their work. They should be afforded their peers in other administrative areas. The competencies for student development administration are usually gained through study, counseling and guidance, college personnel administration, or additional study in higher education through the master's degree level, but not limited to these programs of study.

The administrative leaders in the institution should be aware of current thought and practice in student development services and should provide for periodic institutional evaluation of these services.

2. Counseling and Guidance

The counseling of students concerning their educational, vocational, and personal needs is an institutional responsibility of high priority. Counseling staff members must have a knowledge of the nature of student development at the institution. Many aspects of counseling may be shared by staff of professional counselors, but some

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Inventory, September 30, 1978

PRINT MATERIALS

Books

Processed books on shelves	5730
Books waiting to be processed	51
Books on order	65
TOTAL	5846

Periodicals

Current periodical subscriptions	146
Number of unbound non-current titles	5
Bound non-current periodicals	286
Number of titles	7
Microfilm Reels	223
Number of microfilm titles	20

Items missing

Books	66
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NON-PRINT MATERIALS

Software

Cassette tapes	145
Film loops	0
Silent filmstrips	27
Sound Filmstrips	223
Kits	0
Motion Pictures	32
Phonorecordings	245
Silent slide sets	8
Sound slide sets	47
Maps	10
TOTAL	737

Hardware

16mm Projectors	2 (1 returned to Fayette)
35mm filmstrip projectors	0 (1 returned to Fayette)
35mm sound filmstrip projectors	2
Overhead projectors	4
Slide projectors	2
Projection screens	2
Caramates	0 (Returned to Fayette)
Cassette players	5
Record players	3
Studymates	4
Radios	1
Cassette fast duplicators	1
35mm SLR Cameras	1

Library Inventory, page 2

Projection carts	12
Listening stations	2
Headphones	23
Wallensak cassette recorder/player	1
Color TV	1
B/W TV	1
Photomotion activator	1
Slide viewer	1
Tripod	1
VTR	1
Portable video camera	1
Microfilm reader	1
Microfilm reader/printer	1
Ringmaster	4
Slide duplicator	1
T-mount microscope adapter	1
Polaroid camera (B/W)	1
Instant camera (color)	1
Microphone and stand	1
Items missing	
Close-up lens for 35mm camera	1
Flash attachment	1
Flash attachment bracket	1
Cassette players	3
Listening station and headphone set	1
AC cord to slide projector	1
OFFICE FURNITURE AND EQUIPMENT	
Desks	5
Desk chairs	4
Typing tables	3
Typewriters	3
Filing cabinets	7
Bookcases	2
Calculator	1
Card mimeograph machine	1
Electric pencil sharpener	1
LIBRARY FURNITURE AND EQUIPMENT	
Carrels	25
Tables	11
Chairs	82
Card catalog files	2
Atlas stand	1
Newspaper stand	1
Magazine rack	1
Paperback book rack	2
Shelving	
Double faced sections	24
Single faced sections	18
Slanted shelf sections	5
Half, single faced section	8
Microfilm shelf sections	5
Storage cabinet	3

Library Inventory, page 3

AV software storage cabinet	3
Wall clock	1
Book truck	3
Circulation Desk	1
Plastic lounge chairs	6
Upholstered lounge chairs	2
Upholstered love seat	2
Upholstered bench	2
Dictionary stand	1
Index table	1
End tables	4
Trash cans	12
Lecturn	1